



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

---

**TITLE:** ADMINISTRATION: Legislative Fiscal Notes and Information

**CUTOFF:** WSO

---

**DESCRIPTION:** Legislative Fiscal Notes and Information

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3118

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

---

**TITLE:** ADMINISTRATION: Budget Accountability Reports

**CUTOFF:**

---

**DESCRIPTION:** Budget Accountability Reports. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3121

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

---

**TITLE:** ADMINISTRATION: Lease File for Building Rentals

**CUTOFF:** Length of contract

---

**DESCRIPTION:** Lease File for Building Rentals. May be destroyed after conclusion of state audit if completed before end of retention period and after cutoff.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3119

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

---



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

**TITLE:** ADMINISTRATION:Missouri State Employees Charitable Campaign (MSECC)  
Reports/Materials

**CUTOFF:**

**DESCRIPTION:** Missouri State Employees Charitable Campaign (MSECC)  
Reports/Materials. May be destroyed after conclusion of state audit if  
completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3124

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

**TITLE:** ADMINISTRATION:Position Management Subsystem Reports

**CUTOFF:** WSO

**DESCRIPTION:** Position Management Subsystem Reports

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3120

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

**TITLE:** FORMS MANAGEMENT: Budget Files - (copies only - originals in Accounting  
Division)

**CUTOFF:** WSO

**DESCRIPTION:** Budget Files - (copies only - originals in Accounting

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3142

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

---

**TITLE:** FORMS MANAGEMENT: Computer Printouts for forms index

**CUTOFF:** WSO

---

**DESCRIPTION:** Computer Printouts for forms index - contains analytical data of all current forms in use

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3139

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---

**TITLE:** FORMS MANAGEMENT: Forms History Files

**CUTOFF:** WSO

---

**DESCRIPTION:** Forms History Files - can destroy 5 years after Obsolete

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3138

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---

**TITLE:** FORMS MANAGEMENT: Invoices, Expense Accounts - (copies only - originals in Accounting)

**CUTOFF:** WSO

---

**DESCRIPTION:** Invoices, Expense Accounts - (copies only - originals in Accounting)

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3140

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

---

**TITLE:** FORMS MANAGEMENT: Personnel Files - (copies only - originals in General Services Personnel Files)

**CUTOFF:** WSO

---

**DESCRIPTION:** Personnel Files - (copies only - originals in General Services Personnel Files)

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3141

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

---

**TITLE:** HEAD INJURY: Annual Conferences - reference only

**CUTOFF:**

---

**DESCRIPTION:** Annual Conferences - reference only

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3155

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

---

**TITLE:** HEAD INJURY: Master Log

**CUTOFF:** WSO

---

**DESCRIPTION:** Master Log - Printing Job Numbers - includes agency name, MO number (if applicable) and job description

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES:** 3163

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

---



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

**TITLE:** HEAD INJURY: Origin of Council (Joint Interim Committee Report, Executive Order, House Bill 1243)

**CUTOFF:** EOSFY

**DESCRIPTION:** Origin of Council (Joint Interim Committee Report, Executive Order, House Bill 1243), Bylaws, Minutes, Annual Reports

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 3151

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

**TITLE:** HEAD INJURY: Programs - Other States

**CUTOFF:** WSO

**DESCRIPTION:** Programs - Other States

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3158

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

**TITLE:** HEAD INJURY: Publications - Reference Guide, Studies Conducted (surveys, etc.), Quarterly Newsletters

**CUTOFF:** WSO

**DESCRIPTION:** Publications - Reference Guide, Studies Conducted (surveys, etc.), Quarterly Newsletters

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3152

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

---

**TITLE:** STATE PRINTING CENTER: Monthly Production Reports

**CUTOFF:**

**DESCRIPTION:** Monthly Production Reports. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3164

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---

**TITLE:** STATE PRINTING CENTER: Waivers for printing completed outside the Print Shop

**CUTOFF:**

**DESCRIPTION:** Waivers for printing completed outside the Print Shop. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3161

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---

**TITLE:** VEHICLE MANAGEMENT: Cleared Invoices - copies

**CUTOFF:**

**DESCRIPTION:** Cleared Invoices - copies (original in Division of Accounting)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3169

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

---

**TITLE:** VEHICLE MANAGEMENT:Repair Order Job Sheets/Gas Sheets

**CUTOFF:**

**DESCRIPTION:** Repair Order Job Sheets/Gas Sheets. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3170

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

---